

INSTRUCTION NO.
LI 43-200-1
ENCLOSURE #1

LI 43-200-1
RECORDS
26 September 1955
ENCLOSURE #1

TYPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND
DOCUMENTS EXEMPTED FROM THE SURVEY

1. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
2. Agency budget requirements:
 - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
3. The following operating documents:

Affidavits	Identification
Agreements	Leases
Announcements	Liens
Applications or requests	Oaths of office
Authorizations	Payrolls
Bids	Permits
Bills	Performance bonds
Bills of lading	Receipts
Certifications	Receiving-and-inspection forms
Claims	Requisitions
Contracts and initial allied papers	Sales slips
Depositions	Shipping orders
Guarantees	Specifications
	Statements of witnesses

This exemption covers only the actual operating documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y